

## **CHAPTER 1**

### **CAPITAL BUDGETING UNIT**

The Capital Budgeting Unit is the organizational unit with oversight responsibility for the State's permanent improvements program. The Unit is responsible for taking all permanent improvement project requests through the approval process and for tracking budgets and expenditures for all projects.

The Capital Budgeting Unit facilitates the planning process for state agencies' and institutions' capital improvements programs through the Comprehensive Permanent Improvement Plan (CPIP) which annually reflects all planned permanent improvement project activity for the next five-year period. Additionally, the CPIP provides information on projects for which State funding will be requested from the General Assembly. The Unit reviews all plans and provides information to assist the Joint Bond Review Committee and Budget and Control Board in approving projects in CPIP. To complement this work, the Unit reviews agencies' and institutions' capital budget plans and provides information to the Budget and Control Board, Governor's Office and legislative committees on capital funding needs.

The Capital Budgeting Unit works with state agencies and the State Treasurer's Office twice each year in developing the bond draw schedules, which govern the release of capital improvement bond funds for authorized projects. After the schedules are prepared, the Unit presents them to the Joint Bond Review Committee and Budget and Control Board for review and approval.

The Capital Budgeting Unit maintains the Statewide Permanent Improvement Reporting System (SPIRS) and distributes monthly reports to all state agencies and institutions on permanent improvement project activity. This includes reports on project budgets, expenditures and overdrafts.

Related to the permanent improvement activity, the Unit assists agencies in gaining approvals for all land acquisitions. The Unit provides technical assistance to state agencies in all of these areas.

